



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Administrator
<b>JOB GRADE:</b>	GMG/AM
<b>POST NUMBER:</b>	<b>56591</b>
<b>DIVISION/BRANCH:</b>	Executive Management
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Assistant to the Permanent Secretary
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

\_\_\_\_\_

## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Assistant to the Permanent Secretary, the incumbent is responsible to provide administrative support, to ensure effective management of all activities of the Executive Secretariat.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Annual budget prepared and managed;
- Monthly expenditure prepared and monitored;
- Research conducted;
- Minutes produced;
- Stationery, office supplies and equipment secured and controlled;
- Effective filing system developed and maintained;
- Proper storage and retrieval of documents manually and electronically;
- Monthly and quarterly reports prepared.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative**

- Prepares the annual budget for the Executive Secretariat;
- Prepares the quarterly cash flow requirement and the expenditure statement for the quarterly performance review;
- Prepares monthly expenditure and variance report;
- Compile monthly and quarterly reports on the activities of the Secretariat for submission to the Permanent Secretary.

### **B.) Technical/Professional**

- Ensures that bills incurred by the Secretariat are committed in accordance with budget allocations;
- Maintains a record of commitments through expenditure and allocations;
- Identifies supplies to be purchased for the Executive Management Secretariat;
- Processes proforma invoices and refers the Procurement Unit, in order to facilitate the preparation of invoices;
- Prepares commitment requisitions in order to facilitate payment of invoices;
- Requests and keeps stock of necessary materials to carry out the work of the Secretariat;
- Implements and maintains an Inventory Management system to ensure the safety and security of the supplies and equipment within the Executive Secretariat;
- Creates and maintains an effective filing system to facilitate easy access and retrieval of files and documents;
- Maintains an electronic data and retention tracking system as well as hard copies;
- Updates and maintains the attendance register, leave applications, personal and administrative files;
- Acknowledges, conducts research for relevant information and prepares responses as instructed;
- Attends in-house meetings, takes notes and produces minutes;
- Arranges activities relating to meetings/workshops;
- Monitors the Permanent Secretary's driver;
- Assists in coordinating and facilitating the flow and distribution of information between the Permanent Secretary's Office and other Division's within the Ministry of Health, Regional Health Authorities and external agencies;
- Assists in liaising with Directors and Programme Managers in order to follow up on matters, as well as to get information for various purposes;

- Assists in responding to correspondence, as requested by the Permanent Secretary.

### **C.) Other Responsibilities**

- Performs other related duties that may from time to time be assigned by the Permanent Secretary or Assistant to the Permanent Secretary

## **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Annual budget prepared within estimated timeframe and managed appropriately;
- Monthly expenditure prepared and monitored in accordance with set guidelines;
- Research conducted in an efficient and timely manner;
- Production of document in a timely and accurate manner;
- Stationery, office supplies and equipment secured and controlled in keeping with established guidelines;
- Effective filing system developed and maintained in keeping with established standard;
- Documents manually and electronically properly stored and retrieved in an effective manner;
- Monthly and quarterly reports on the activities of the Secretariat compiled within set time frame;
- Accuracy and timeliness are consistently maintained;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with members of staff and external contacts.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain advice, receive directives and guidance, information regarding portfolio, and provide feedback.
Assistant to the Permanent Secretary	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Members of staff in the Secretariat	Obtain information

### ii) External

Contact	Purpose of Communication
Suppliers	Matters relating to payments

## 6. REQUIRED COMPETENCIES:

### Core

- Excellent oral and written communication skills
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality.

### Technical

- Knowledge of the Ministry of Health's policies and procedures;
- Sound knowledge of general administrative practices and techniques;
- Knowledge of accounting;
- Working knowledge of government's budgetary process;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications;
- Knowledge of modern office equipment.

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate/Diploma in Administrative Management or a related field;
- Training in basic government accounting;
- At least two (2) years working experience in a similar capacity;
- Any equivalent combination of education and experience

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:**

- May be required to work beyond normal working hours from time to time.

**9. AUTHORITY TO:**

N/A

**10. WORKING CONDITION:**

- Normal office conditions